

Gantt Chart © 2012-2014 by Vertex42.com: Licensed for private use only. Do not publish on the internet.

Project Start Date:	2/2/2015 (Monday)
---------------------	-------------------

Display Week:

Display Week:	1	
---------------	---	--

Display Week:	1	
---------------	---	--

Week 1

Week 2

Week 3

Week 4

Week 5

Week 6

Week 7

Week 8

[illegible]

Display Week:

[illegible]

[1] Today's Date:

Use the formula =TODAY() to make the red line in the gantt chart display the current day, or enter the date manually..

[2] Work Breakdown Structure:

Level 1: 1, 2, 3, ...

Level 2: 1.1, 1.2, 1.3,

Level 3: 1.1.1, 1.1.2,

The WBS uses a formula to control the numbering, but the formulas are different for different levels..

[3] Task:

Enter the name of each task and sub-task. Use spaces to indent sub-tasks..

[4] Task Lead

Enter the name of the Task Lead in this column..

[5] Task Start Date:

You can manually enter the Start Date for each task or use a formula to create a dependency on a Predecessor. For example, you could enter =enddate+1 to set the Start date to the next calendar day, or =WORKDAY(enddate,1) to set the Start date to the next work day (excluding weekends), where enddate is the cell reference for the End date of the Predecessor task..

[6] End Date:

Calculated based on the Start Date and the duration of the task..

[7] Duration:

The duration is the number of calendar days for the given task..

[8] Percent Complete:

Update the status of this task by entering the percent complete (between 0% and 100%)..

[9] Work Days:

Work Days exclude Saturday and Sunday. The Pro version allows you to use this column as an input..

[10] Calendar Days Complete:

This column is calculated by multiplying the Duration by the %Complete and rounding down to the nearest integer.

Note: This column is required, but may be hidden prior to printing..

[11] Calendar Days Remaining:

This column is calculated by subtracting the Days Complete from the Duration.

Note: This column is required, but may be hidden prior to printing..